

# Ergonomic Self-Evaluation Work Sheet for Office and Home

**E**rgonomics is the science of fitting the task, furniture, equipment, and tools to the person. Good ergonomics is not just for those who work an eight-hour day. Vacuuming, painting, using hand tools, playing sports or musical instruments, if done repetitively, can cause symptoms of pain and discomfort. Here are a few guidelines for preventing injury.

- Keep your wrist, shoulder, neck, back, and forearms in a neutral or straight position (avoid bending and twisting)
- Minimize repetition
- Reduce force and speed of repetitive movements
- Rest periodically
- Use the whole hand to grasp objects
- Exercise to strengthen hands and arms
- Purchase tools that fit you properly and feel comfortable

**U**se this checklist to guide you in your office. If you have a computer at home, your family also should know about correct ergonomics.

## 1. Chair

**Chair height:** To determine chair height, sit in chair with your elbows bent at 90 degrees (see picture at right). Place hands on home row of keys. If your arms/hands/wrist are straight you are at the proper height.

### Things to look for:

Are your thighs parallel to the floor?	Yes ____ No ____	Raise or lower chair
Are your feet supported on the floor?	Yes ____ No ____	Lower chair; add footrest
Do you sit with your back against the backrest?	Yes ____ No ____	Raise/lower backrest
Are the armrests padded?	Yes ____ No ____	Padding is useful to reduce contact stress to your forearms/elbows

**If your answer is no, consider the following solutions:**

## 2. Equipment-Keyboard/Mouse

Do you assume the neutral position when keying?		
Shoulders relaxed?	Yes ____ No ____	Raise/lower chair armrests
Elbows next to your side while you type?	Yes ____ No ____	Bring chair armrests in closer to your body

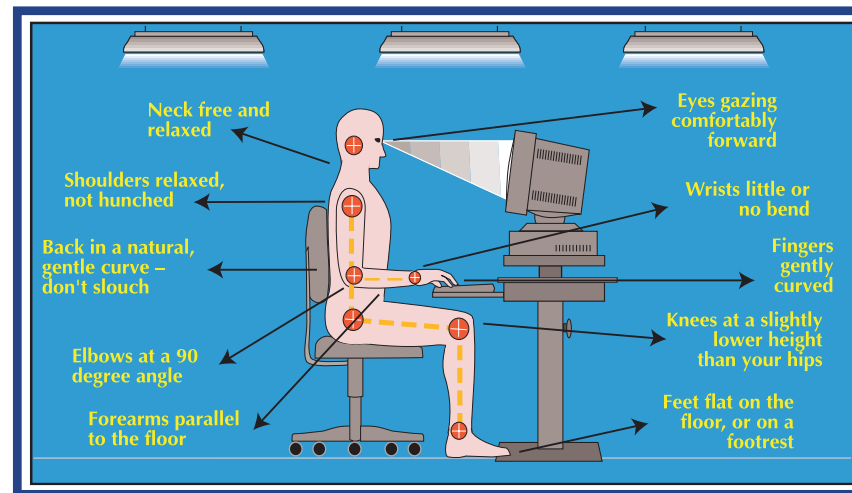
### Things to look for:

Elbows bent between 90 and 100 degrees	Yes ____ No ____	Lower, raise, or change slope of keyboard
Is your mouse placed on the same level as your keyboard?	Yes ____ No ____	Move mouse closer to keyboard level; get a keyboard/mouse tray
<b>3. Equipment-Monitor</b>		
Is the top of your monitor eye level?	Yes ____ No ____	Raise or lower monitor
Is your monitor centered with your keyboard?	Yes ____ No ____	Move monitor directly in front of you
Is your monitor free from any noticeable glare?	Yes ____ No ____	Consider glare guard or adjust lighting/window covering
Is your monitor at arm's length from you?	Yes ____ No ____	Move it closer or further away

## 4. Miscellaneous

Can you see the characters on the screen clearly?	Yes ____ No ____	Suggest consultation with vision specialist
Do you cradle the phone with your neck for long periods?	Yes ____ No ____	Get a telephone headset
Are your screen and documents different distances/ different heights?	Yes ____ No ____	Use a document holder

## Workstation Adjustment



### Questions about:

Ergonomic conditions  
in your work area

Workstation evaluation for  
healthy employees

Workstation evaluation for  
injured employees

Computer glasses

Literature, pamphlets, book-  
lets, exercises and stretch  
information

Chair fitting and furniture  
ordering

Telephone headsets

Medical evaluation and  
treatment

Assistance in arranging for  
reasonable accommodation

KeyMoves technical support

### Contact:

Your supervisor/manager or  
administrative assistant

Your departmental  
ergonomic evaluator or your  
Hazards Control team:  
HC Team 1 - Ext. 3-5245  
HC Team 2 - Ext. 2-6126  
HC Team 3 - Ext. 2-8794  
HC Team 4 - Ext. 3-9562

Health Services  
Ext. 2-7459

Safety Glasses Office  
Ext. 2-5190, Mon-Thurs

Phil Arzino, Health Services  
Wellness Program  
Ext. 3-7964

Judy Mick  
Plant Engineering  
B551E, Ext. 3-7000

TSD, B326, Ext. 2-0333

Health Services, B663  
or call Ext. 2-7459

Disabilities Services  
Ext. 3-6555

Terry Griffin, Ext. 2-6684

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Administrative Information Only

# **STOP Repetitive Motion Injuries**

**At work  
and at home**

